



## Exception to Policy Form

United States University Policy expects its academic administrators, faculty, staff and students to adhere to all university policies and academic requirements. Occasionally, exceptions to a university policy may be granted based on criteria established in each policy and related procedures, or as determined by the chief academic officer/university president and described in this policy and related procedures. The university president may approve policy statement exceptions.

The [Exception Policy](#) may be found in the Policy Manual.

By completing this form, you are requesting an exception to policy.

Exception Request for Policy (name of policy): \_\_\_\_\_

Explanation is required explaining why you are requesting an exception to policy. You may attach a separate document if more space is needed.

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I understand that I am requesting an exception and that this request may or may not be approved.

Student Name (print): \_\_\_\_\_

Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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For Official Use Only

Approved:  Denied:

University Official: \_\_\_\_\_